



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Principal Planner  
**Department:** Development Department  
**Classification:** 1209  
**Pay grade:** 23E  
**FLSA:** Exempt

**Prepared Date:** 07/2015

**Approved By:** HR/CM

A handwritten signature, likely of the HR/CM, is written over the "Approved By" text.

### **Summary**

This is a highly responsible and professional position performing, planning duties in the Planning and Zoning Division of the Development Services Department. The Principal Planner is a key member of a team responsible for creative and innovative guidance in the implementation of planning and zoning policies and programs aimed at maintaining the City as a vital and attractive community with a high quality of life. The position reports to the City Planner.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Reviews Planning and Zoning Division applications, including Development Review Committee (DRC), comprehensive land use plan amendments, re-zonings, developments of regional impact, notice of proposed change applications, annexations, site plans, plats, abandonments and conditional uses.

Prepares required documentation and reports, including graphics, ordinances and advertisements for development projects.

Coordinates the preparation of Planning and Zoning Board agendas, notices, staff reports and ordinances.

Presents findings and staff recommendations to supervisors, neighborhood groups, applicable Boards and Committees, the Planning and Zoning Board, and the City Commission.

Provides information to applicants, property owners and the public on the comprehensive land use plan, zoning codes and city codes. Assists applicants, citizens and City employees throughout the development review process.

Represents the Planning and Zoning Division at various public meetings, including civic and homeowner association meetings. Responds to inquiries from the public regarding planning and zoning activities.

Consults and coordinates with City staff, as needed.

Assists in the re-write and preparation of amendments and updates to the elements of the Comprehensive Land Use Plan, the Zoning Code and the City Code.

Analyzes problems, identifies consequences, and implements recommendations in support of goals.

Develops projects relating to growth, development, redevelopment, revitalization, and the physical organization of the community.

Conducts research and analysis on planning and zoning related topics, including land use, physical development, and social and economic issues; prepares technical studies and reports.

Prepares written and oral presentations on planning and zoning related topics including preparation of memorandum, resolutions, ordinances and related back-up material.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of philosophies, principals, practices and techniques of city planning relating to the following areas: visioning, design and development of urban areas, planning research, zoning activities, department application processes and procedures, application approval requirements, comprehensive land use plan, zoning and city codes, growth management legislation, geographic information systems, research methodology and standard statistical procedures. Ability to collaborate with city staff. Ability to prepare ordinances and advertisements, prepare oral and written presentations and prepare graphics and exhibits. Must be able to maintain effective working relationships with co-workers, city officials, professionals, community groups, homeowners and the public. Excellent verbal and written communication skills.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Education and Experience**

Bachelor's degree in Urban Studies, Public Administration, Geography, Architecture, Environmental Studies, or related field. Master's degree in a related field and AICP certification preferred.

Minimum of three (3) years of professional comprehensive planning, current planning, urban design or landscape architecture experience, or an equivalent combination of training and experience.